



OFFICE OF THE GOVERNOR

KATHLEEN SEBELIUS, GOVERNOR

MEMORANDUM

TO: All State Agencies
FROM: Governor Kathleen Sebelius
DATE: June 21, 2006
SUBJECT: Designated Holidays for 2007

The following are holidays for the state service in calendar year 2007.

New Year's Day	Monday, January 1, 2007
Martin Luther King Day	Monday, January 15, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Labor Day	Monday, September 3, 2007
Veterans Day	Monday, November 12, 2007
Thanksgiving Day	Thursday, November 22, 2007
	Friday, November 23, 2007
Christmas	Tuesday, December 25, 2007

Employees who are entitled to holidays should receive credit for these holidays in accordance with K.A.R. 1-9-2 and Division of Personnel Services Bulletin 05-03.

In addition to the holidays discussed above, I am again authorizing a discretionary day for state employees, which is for observance of a holiday or other special day during calendar year 2007 (pay periods December 17, 2006 through December 29, 2007). This holiday should be approved in accordance with the general policy for the discretionary holiday outlined by the Secretary of Administration's Memorandum dated June 19, 2006.

KS:dp

Capitol, 300 SW 10th Ave., Ste. 212S, Topeka, KS 66612-1590

Voice 785-296-3232

Fax 785-296-7973

www.ks governor.org

governor@state.ks.us



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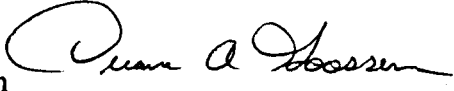
DUANE A. GOOSSEN, SECRETARY
CAROL L. FOREMAN, DEPUTY SECRETARY

DEPARTMENT OF ADMINISTRATION

KATHLEEN SEBELIUS, GOVERNOR

MEMORANDUM

TO: All State Agencies

FROM: Duane A. Goossen
Secretary of Administration 

DATE: June 19, 2006

SUBJECT: Discretionary Holiday – General Policy

Traditionally, the Governor's memorandum announcing holidays for the state service has authorized a discretionary holiday. For your convenience in addressing discretionary holiday issues, the following items are provided as general policies and clarification regarding the discretionary holiday:

- 1 The discretionary holiday is designed to give eligible state employees an additional day off available to use for observation of a religious holiday, family event or other special occasion. This holiday is subject to an employee's advance request and subsequent supervisory approval.
2. For the purpose of the discretionary holiday, an eligible employee is defined as an employee: 1) who is eligible for either the group health insurance program or KPERS, and 2) who has worked for the state in an eligible position for six continuous months.
3. All eligible employees shall receive hours equal to the number of hours regularly scheduled to work for a discretionary holiday.
4. All hours for a discretionary holiday shall be taken on the same day and in no case will an employee earn more than one discretionary holiday in a designated year of SHARP pay periods.
5. The discretionary holiday must be taken prior to certain SHARP pay period dates that occur during the last part of December or the first part of January. The specific dates will be provided each year.

All State Agencies

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6. An employee shall not be paid for the discretionary holiday in lieu of taking the time off.
7. The appointing authority shall take such steps as may be necessary to ensure that all eligible personnel receive the holiday during the calendar year.

Further questions or recommendations should be directed to Brent Smith, Department of Administration, Division of Personnel Services, 900 SW Jackson, Room 252, Landon State Office Building, Topeka, Kansas, 66612-1220, (785) 296-1432.